

Application Instructions

Below are application guidelines for the Used Oil Recycling Block Grants 9th Cycle, Fiscal Year 2003/2004 (BG9) application.

Applicant Regional Applicant	Name of applying jurisdiction. If applying for a regional program or Co-Operative project, also list all of the participating jurisdictions. Attach a separate list of all participating agencies with their addresses, contact names, phone numbers, and e-mail addresses.
Signature Authority	<p>The Signature Authority is authorized and empowered, pursuant to resolution, to execute in the name of the applicant all grant related documents (e.g., application, agreement, payment requests, and amendments) to implement the Block Grant. The authorizing resolution should include the job title of the Signature Authority. The Signature Authority must be a local government employee (except if the Signature Authority is an employee of an applicant-Joint Powers Authority (JPA) involved in solid and/or hazardous waste management).</p> <p>If expressly authorized in the resolution, a Signature Authority may designate, by job title, another person to sign on his/her behalf, upon submission of a letter to the CIWMB, signed by the Signature Authority. Without resolution authorization <u>and</u> a signed letter from the Signature Authority, only the Signature Authority will be authorized to sign grant-related documents.</p> <p>Example of express designee authorization in the resolution: "The City Manager, <u>or his/her designee</u>, is hereby authorized and empowered to execute in the name of the above named city ..."</p>
Primary Contact	The Primary Contact is the person responsible for carrying out the project goals and objectives. This person will be the contact for all matters regarding the grant, including but not limited to: agreement status, program implementation, and annual reports. All correspondence from the CIWMB will be directed to this individual. The Primary Contact must be a local government employee (except if the primary contact is an employee of a JPA involved in solid and/or hazardous waste management).
Consultant	If applicable, please provide information on consultant(s) who will assist with the used oil and filter program.
Co-Operative Project	A percentage or a flat amount (up to 50%) of grant funds may be given to a lead jurisdiction for Co-Operative projects. This option is similar to a regional program but would be for specific projects such as media campaigns, equipment purchases, etc. Please fill in the applicable blanks as described on the application form.
Spending Projections	Identifies the activities you plan to implement with the Block Grant funds. The amounts indicated are only estimates. The grand total must match the total grant amount listed on the front of the application.
Certification	The signature must be of the person authorized by the resolution (Signature Authority).
Approved Resolution	A resolution authorized by your governing authority must be included with the application: The resolution may be: 1) only for this cycle, or 2) a dated blanket resolution for a maximum term of five years that encompasses the entire term of this grant (i.e., July 1, 2003 through June 30, 2006). No open-ended (i.e. with no expiration date) resolutions can be accepted.

Approved Resolution (cont'd)	<p>There are three resolution options depending upon the type of application you submit:</p> <ol style="list-style-type: none"> 1. Individual Applicant – For a city or county applying alone. 2. Regional Applicant – For a city or county applying on behalf of at least one other jurisdiction. JPA's are considered regional applicants if given authority by each participating jurisdiction. 3. Co-Operative Project Applicant – For applicants participating in a Co-Operative project. <p>Refer to attached samples in the Program Information Section or visit CIWMB's website at www.ciwmb.ca.gov/usedoil/grants/block. These samples are provided for guidance purposes only. Consult your attorney.</p>
Previously-Submitted Resolution	<p>A previously-submitted resolution will only be acceptable if it is valid for Used Oil Recycling Block Grants through June 30, 2006, and if a copy is submitted with the application. Open-ended resolutions (i.e. those with no expiration dates) are not acceptable.</p>
Authorization Letters [resolutions and MOU]	<p>Regional, Co-Operative, and/or JPA participants must expressly authorize participation in BG9 through the lead jurisdiction in <u>one</u> of three ways:</p> <ol style="list-style-type: none"> 1) an authorization letter signed by an agency representative with decision-making program authority of the participant-jurisdiction, who is authorized to execute such documents on behalf of the jurisdiction; 2) an approved resolution from the governing authority; OR 3) a Memorandum of Understanding (MOU). <p>Please note: These documents must specifically name the lead agency and be specific to UBG9. Documents must be currently dated. Blanket authorizations are not acceptable in any of these documents.</p>

GRANT APPLICATION SUBMITTAL CHECKLIST:

- ❑ Completed application filled out on both sides and signed by the authorized Signature Authority.
- ❑ Approved resolution from the applicant's governing body. Refer to CIWMB's website at www.ciwmb.ca.gov/usedoil/grants/block for samples.
- ❑ For regional grants:
 - Approved resolution from the lead jurisdiction;
 - List of participating jurisdictions; and,
 - Currently dated authorization letter, resolution, or MOU (from each participating jurisdiction) specifically naming BG9 and the lead jurisdiction.
- ❑ For Co-Operative grants:
 - Approved resolution from the lead jurisdiction;
 - List of participating jurisdictions; and,
 - Currently dated authorization letter, resolution, or MOU (from each participating jurisdiction) specifically naming BG9 and the lead jurisdiction and authorizing a specific percentage or flat amount to the lead jurisdiction.